1. Create a new workbook then in the range **A1:H10** enter the data

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Store Owner | Smith |  |  |  |  |  |  |
| Branch | Branch No | Item | shipping Date | Quantity | Cost | Total | Shipping Fees |
| Riyadh | 1 | Pencil | 1/6/2014 | 95 | 1.99 |  |  |
| Jeddah | 2 | Binder | 1/23/2014 | 50 | 19.99 |  |  |
| Dammam | 3 | Desk | 2/9/2014 | 36 | 4.99 |  |  |
| Dammam | 3 | Pen | 2/26/2014 | 27 | 19.99 |  |  |
| Dammam | 3 | Pencil | 3/15/2014 | 56 | 0 |  |  |
| Riyadh | 1 | Desk | 4/1/2014 | 60 | 4.99 |  |  |
| Jeddah | 2 | Pencil | 4/18/2014 | 75 | 1.99 |  |  |
| Riyadh | 1 | Pencil | 4/19/2014 | 75 | 0 |  |  |

1. Freeze the first row in the worksheet.
2. Insert a table to the range (A2:H10).
3. Rename the previous table to (Store).
4. Sort the Branch No column from smallest to largest.
5. Calculate the total using Total Row.
6. Convert the table to PivotTable and **calculate the total** Cost **according** to Item and **filter** for Branch.
7. Create a PivotChart using PivotTable.
8. Create defined names
   1. In cell B1 type “Name”
9. Use the defined names in the formulas:
   1. In cell B15 use “Name”
10. Create a validation rule in cell B16
    1. The Allow type whole Number
    2. Between minimum 0 and maximum 9999999999
11. Create an input message for cell B16, write the title “Phone” and the input message “enter phone number?”
12. Create an error alert for cell B16 , choose the style stop , write the title “Invalid” and the error message “wrong number format”
13. Unlocked cell A14
14. Insert a comment in cell A14, write “complete the info”
15. In “Shipping Fees” Column (Column H), Use IF Function with AND Function to test if the Quantity > 30, and Cost > 3.

If the Condition is True, “Yes” is written.

IF the condition is False, “No” is written.

1. By Using the Conditional Format, create a new rule that highlight the Item (C3:C10) that’s equal “Pencil”, the format will be a red fill color.
2. Add IFError Function to divide Quantity/Cost. IF there is an error, “Invalid” will be displayed.
3. In cell A17 write “Total cost for Riyadh Branch” and A18 write “Number of Pencil items”
4. In B17, Calculate the Total cost for Riyadh Branch by using “SUMIF”.
5. In B18 , Calculate the Number of Pencil item by using “COUNTIF”
6. Protect the sheet and set the password to “12345”